

Department of Development

Department Description

The Department of Development provides an array of services including neighborhood liaisons, code enforcement, historic preservation, housing finance, business development, land acquisition and sale, urban design and planning, zoning enforcement, plan review, permitting and building inspection. The department consists of five divisions and three offices: Building Services Division, Economic Development Division, Housing Division, Neighborhood Services Division, Planning Division, the Director's Office, Downtown Development Office and the Office of Land Management.

Department Mission

The mission of the Department of Development is to engage and promote strong, healthy, distinct and vibrant neighborhoods, provide an atmosphere that promotes job creation and economic growth in existing and emerging industries, develop a thriving downtown that is recognized as a regional asset, and provide high quality customer service.

The Department has pursued its mission through coordination of key development projects (i.e.: King-Lincoln Development, redevelopment of Northland, enhancement of the Four Corners Project, Hilltop Housing) and providing resources through its financing and technical assistance programs.

Department Goals, Objectives and Performance Measures

Goal: To promote vibrant neighborhoods

Performance Objectives	Performance Measures	2001 Actual	2002 Expected
Increase the number of vacant and abandoned properties in the land bank available for redevelopment	Number of properties	89	100
Increase the number of owner-occupied housing units	Number of units	85	95
Increase the number of rental units affordable to persons at or below 50 percent of the area median income	Number of rental units	177	240

Development

Decrease the number of weed and infestation complaints received	Number of complaints	4,268	5,700
Increase the number of plan and policy initiatives	Number of plan and policy initiatives completed	18	24
Increase the number of unique visits to Infobase	Number of unique visits to Infobase	21,433	35,159

Goal: To ensure safe buildings and residences

Performance Objectives	Performance Measures	2001 Actual	2002 Expected
Decrease the number of complaints received by code enforcement	Number of complaints	14,400	16,000

Goal: To encourage thriving and growing businesses

Performance Objectives	Performance Measures	2001 Actual	2002 Expected
Increase public and private investment in downtown development by 5 percent	Percentage increase in investment	.23%	4.0%
Increase the number of people who work downtown by 1,300	Number of people	Program not implemented	350
Increase the number of downtown housing units	Number of units	417 units under development	975 units under development
Create/retain 1,400 jobs	Number of jobs created/retained	3,105	1,200

Goal: To provide excellent customer service

Performance Objectives	Performance Measures	2001 Actual	2002 Expected
Issue 100 percent of residential permits within 7 or 12 days of application	Percent of residential permits issued	N/A	98%
Issue 100 percent of small-scale commercial permits within 8 days of application	Percent of permits issued	N/A	98%

Issue 100 percent of commercial permits within 20 days of application	Percent of permits issued	N/A	85%
Complete 90 percent of inspections on day of request	Percent of inspections completed	95%	95%
Answer 100 percent of e-mail inquiries within 1 business day	Percent of inquiries answered	N/A	N/A* *new measure for 2003

Strategic Priorities for 2003

From the Columbus Covenant

Neighborhoods

- Initiate one neighborhood parade of homes
- Streamline the process for elimination of vacant houses through acquisition, demolition or redevelopment
- Enhance land-banking efforts by streamlining the process for development, and targeting acquisition to Neighborhood Investment Districts and neighborhood pride areas
- Expand Neighborhood Pride by six neighborhoods, implement neighborhood priorities in new Pride areas and expand partnering arrangements to institutionalize Neighborhood Pride in the community
- Establish two Neighborhood Pride Centers
- Initiate three neighborhood housing/commercial development projects
- Coordinate and implement capital projects within neighborhoods' primary commercial strips

Economic Development and Technology

- Implement a retention and expansion program to serve the needs of existing businesses
- Maintain the department as efficient, customer friendly and responsive to citizens
- Implement the regional economic development strategies of advanced logistics, downtown development/creative services, and life sciences technology development
- Work with local colleges and universities to increase the number of technology graduates and to encourage students to remain in Columbus after graduation

Downtown Development

- Implement the comprehensive business plan for downtown development including strategies for housing, retail, parking, transportation, recreation and arts and cultural events
- Establish and implement target programs to encourage development and redevelopment of downtown properties, in collaboration with Capital South
- Partner with the newly established Downtown Development Corporation, which will implement the downtown business plan
- Increase the number of downtown employees through partnerships with downtown businesses and the State of Ohio

Peak Performance

- Implement strategic opportunities on time and within budget
- Manage resources responsibly
- Implement performance management through the refinement of performance measures and the collection and tracking of relevant data with links to the budget and the employee performance evaluation

Customer Service

- Institute a customer feedback system
- Implement customer service standards with redress policies established through the One Stop Shop
- Communicate customer service successes to the citizens of Columbus on an annual basis
- Institute an ongoing communication mechanism that shares “best practices” among all departments
- Identify and institute a monitoring system for department customer service objectives
- Reengineer business processes and implement information technology applications to increase operational efficiency and improve customer service in the plan review and permitting function
- Expand and improve in-service training opportunities for plan review and inspection personnel, including cross training for inspectors

2003 Budget Issues

Administration

- The 2003 budget provides \$50,000 in new support to the Downtown Development Corporation. The organization will supplement this amount with 2002 carryover funding.
- A government relations consultant will be funded for \$100,000. This contract with a Washington, D.C., consultant will help the city raise funds through federal programs.
- Funding in the amount of \$288,769 is budgeted for land banking in 2003. There is also a \$207,368 balance in the land management fund. The land banking activities have increased significantly with the designation of Neighborhood Investment Districts and the implementation of the King-Lincoln Plan.

Economic Development

- Support of economic development efforts will continue, through contracts with several outside agencies totaling \$485,000 (\$100,000 coming from USAL funds). This is an \$110,000 reduction from 2002. Examples of entities receiving funds are: OSU Research Park, Industry and Technology Center, Columbus Urban Growth Corporation, Technology Leadership Council, and the North Market.
- Funding for the business development office includes \$3,000,689 in revenue sharing with the school districts.
- The department's economic development programs will receive approximately \$3.28 million in Community Development Block Grant (CDBG) funds in 2003. These funds will be used to make loans through the economic and community development loan fund and to contract with 17 economic development oriented agencies.

Neighborhood Services

- The city's commitment to its neediest populations remains strong, with continued support of social service agencies and services to the homeless. Support of social service agencies in 2003 is proposed to be \$2.5 million (\$1.75 million in general fund and \$750,000 from the emergency human services fund).

- Code enforcement efforts within neighborhoods continue to be a priority. One part-time and 71 full-time (including 4 CDBG) positions are budgeted in 2003 to ensure continued efforts in this area. This is an increase from 55 full-time positions in code enforcement in 2000.
- Two additional Neighborhood Pride Centers are funded in 2003, bringing the total to five. These centers address neighborhood concerns, including solid waste, weeds, trash, junk cars, safety concerns and infrastructure problems.
- Funding for the area commission intern program is continued at \$150,000 for the 2003-2004 academic year.

Housing

- The 2003 budget provides \$200,000 in fund support for the housing trust fund (\$146,872 from the general fund and \$53,128 from the hotel/motel tax fund.). In 2000, the city formed the Columbus housing trust fund, administered by the Columbus Housing Trust Corporation, to help build, renovate or buy homes and apartments in core city neighborhoods and to ensure low-income area housing or housing for persons who meet income requirements. The fund was seeded with \$2 million in Urban Development Action Grant (UDAG) monies and annual deposits of approximately \$1 million from hotel/motel tax fund revenues will occur, with the ultimate goal of building a fund at a \$20 million level.
- Support to the Community Shelter Board is continued at \$1.63 million, and the rebuilding lives program is funded at \$325,000 (\$205,000 in general fund and \$120,000 in HOME rent subsidy funds).
- The 2003 budget includes \$3.1 million in CDBG and \$3.9 million in HOME funds for the affordable housing opportunity fund. This fund provides for the rehabilitation and creation of housing for the benefit of low- and moderate-income households.
- \$3.32 million in CDBG funds will be used for the mobile tool library, the chores program, for emergency repair contracts, for contracts with seven housing agencies, and to fund the Community Shelter Board's homeless prevention contract.
- \$1.12 million in HOME funds will be used to provide community housing development organizations with six operating grants and funds for housing construction/ rehabilitation projects.

Building and Development Services

- The One Stop Shop (OSS) for building plans, permitting and inspection is an interdepartmental effort, involving the Division of Building Services, the Division of Transportation and the Fire Division. The operations of the OSS are funded through fees generated from the users of these services through a special revenue fund. The OSS initiative includes service standards, adequate staffing to meet those standards, enhanced technology capability, and active involvement of both the customers of these services and the city staff involved in delivery of services.

DEPARTMENT FINANCIAL SUMMARY					
DIVISION SUMMARY	2000 Actual	2001 Actual	2002 Appropriated	2002 Estimated	2003 Proposed
Administration	\$ 1,770,369	\$ 2,777,582	\$ 3,527,527	\$ 3,378,483	\$ 3,386,462
Economic Development	-	3,576,426	8,735,127	8,553,051	7,074,702
Building Services	14,245,067	12,654,501	13,331,263	12,206,094	13,438,094
Neighborhood Services	-	3,628,112	13,406,541	13,023,893	9,919,508
Planning	3,948,251	4,111,542	1,714,474	1,395,939	1,207,514
Housing and Community Services	19,088,274	14,783,389	-	-	-
Housing	-	1,146,324	7,610,413	7,458,891	8,659,873
Economic Development & Planning	3,298,421	-	-	-	-
TOTAL	\$ 42,350,381	\$ 42,677,877	\$ 48,325,345	\$ 46,016,351	\$ 43,686,153

DIVISION SUMMARY BY CHARACTER					
ADMINISTRATION GENERAL FUND EXPENDITURES SUMMARY	2000 Actual	2001 Actual	2002 Appropriated	2002 Estimated	2003 Proposed
Personnel	\$ 1,418,951	\$ 1,798,953	\$ 2,041,871	\$ 2,077,452	\$ 1,856,126
Materials & Supplies	59,040	49,747	49,392	32,811	40,061
Services	286,678	502,333	317,088	492,779	465,710
Other	-	750	-	-	-
Capital	-	105,000	-	-	-
Transfers	-	-	300,000	-	-
TOTAL	\$ 1,764,668	\$ 2,456,783	\$ 2,708,351	\$ 2,603,042	\$ 2,361,897
ECONOMIC DEVELOPMENT GENERAL FUND EXPENDITURES SUMMARY	2000 Actual	2001 Actual	2002 Appropriated	2002 Estimated	2003 Proposed
Personnel	\$ -	\$ 158,354	\$ 204,974	\$ 218,070	\$ 280,326
Materials & Supplies	-	2,728	7,700	7,619	7,700
Services	-	142,467	716,975	705,333	501,838
Other Disbursements	-	-	2,200,190	2,103,213	3,000,689
Capital	-	-	-	7,421	-
Transfers	-	-	-	-	-
TOTAL	\$ -	\$ 303,549	\$ 3,129,839	\$ 3,041,656	\$ 3,790,553

DIVISION SUMMARY BY CHARACTER					
BUILDING SERVICES GENERAL FUND EXPENDITURES SUMMARY					
	2000 Actual	2001 Actual	2002 Appropriated	2002 Estimated	2003 Proposed
Personnel	\$ 11,928,894	\$ 11,012,845	\$ -	\$ -	\$ -
Materials & Supplies	166,083	99,151	-	-	-
Services	1,677,451	1,382,450	-	-	-
Other Disbursements	30,660	31,069	-	-	-
Capital	332,393	-	-	-	-
Transfers	-	-	-	-	-
TOTAL	\$ 14,135,481	\$ 12,525,515	\$ -	\$ -	\$ -
NEIGHBORHOOD SERVICES GENERAL FUND EXPENDITURES SUMMARY					
	2000 Actual	2001 Actual	2002 Appropriated	2002 Estimated	2003 Proposed
Personnel	\$ -	\$ 2,384,397	\$ 5,116,086	\$ 5,206,411	\$ 5,661,598
Materials & Supplies	-	49,393	139,782	92,942	191,882
Services	-	433,412	6,505,997	6,114,608	2,676,057
Other	-	1,500	6,660	13,000	10,000
Capital	-	-	-	-	-
Transfers	-	-	-	-	54,000
TOTAL	\$ -	\$ 2,868,702	\$ 11,768,525	\$ 11,426,961	\$ 8,593,537

DIVISION SUMMARY BY CHARACTER					
PLANNING GENERAL FUND EXPENDITURES SUMMARY					
	2000 Actual	2001 Actual	2002 Appropriated	2002 Estimated	2003 Proposed
Personnel	\$ 1,911,944	\$ 1,517,925	\$ 861,017	\$ 826,788	\$ 930,652
Materials & Supplies	64,447	20,871	19,400	15,100	18,400
Services	1,376,183	1,029,708	101,401	333,997	68,140
Other	546,503	1,340,108	-	-	-
Capital	49,174	28,817	-	-	-
Transfers	-	-	500,000	-	-
TOTAL	\$ 3,948,251	\$ 3,937,429	\$ 1,481,818	\$ 1,175,885	\$ 1,017,192
HOUSING & COMMUNITY SERVICES GENERAL FUND EXPENDITURES SUMMARY					
	2000 Actual	2001 Actual	2002 Appropriated	2002 Estimated	2003 Proposed
Personnel	\$ 932,392	\$ 570,410	\$ -	\$ -	\$ -
Materials & Supplies	13,183	1,698	-	-	-
Services	9,133,626	6,521,020	-	-	-
Other Disbursements	16,300	-	-	-	-
Capital	28,088	-	-	-	-
Transfers	54,000	54,000	-	-	-
TOTAL	\$ 10,177,589	\$ 7,147,128	\$ -	\$ -	\$ -

DIVISION SUMMARY BY CHARACTER					
HOUSING GENERAL FUND EXPENDITURES SUMMARY	2000 Actual	2001 Actual	2002 Appropriated	2002 Estimated	2003 Proposed
Personnel	\$ -	\$ 243,766	\$ 274,192	\$ 294,812	\$ 242,413
Materials & Supplies	-	1,500	1,000	914	1,000
Services	-	6,893	7,327	7,327	1,990,372
Other Disbursements	-	-	-	-	-
Capital	-	-	-	-	-
Transfers	-	-	-	-	-
TOTAL	\$ -	\$ 252,159	\$ 282,519	\$ 303,053	\$ 2,233,785

DIVISION SUMMARY BY CHARACTER					
ADMINISTRATION DEVELOPMENT SERVICES FUND EXPENDITURES SUMMARY	2000 Actual	2001 Actual	2002 Appropriated	2002 Estimated	2003 Proposed
Personnel	\$ -	\$ -	\$ -	\$ -	\$ 211,719
Materials & Supplies	-	-	-	-	-
Services	-	-	-	-	-
Other Disbursements	-	-	-	-	-
Capital	-	-	-	-	-
Transfers	-	-	-	-	-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 211,719
BUILDING SERVICES DEVELOPMENT SERVICES FUND EXPENDITURES SUMMARY	2000 Actual	2001 Actual	2002 Appropriated	2002 Estimated	2003 Proposed
Personnel	\$ -	\$ -	\$ 11,284,564	\$ 9,823,417	\$ 11,232,812
Materials & Supplies	-	-	436,172	126,433	156,225
Services	-	-	1,529,967	2,214,584	2,004,897
Other Disbursements	-	-	19,160	19,160	19,160
Capital	-	-	61,400	22,500	25,000
Transfers	-	-	-	-	-
TOTAL	\$ -	\$ -	\$ 13,331,263	\$ 12,206,094	\$ 13,438,094

DIVISION SUMMARY BY CHARACTER					
ADMINISTRATION CDBG FUND EXPENDITURES SUMMARY	2000 Actual	2001 Actual	2002 Appropriated	2002 Estimated	2003 Proposed
Personnel	\$ -	\$ 299,807	\$ 774,129	\$ 740,901	\$ 779,195
Materials & Supplies	-	-	7,646	3,000	7,646
Services	-	20,992	37,401	31,540	26,005
Other Disbursements	-	-	-	-	-
Capital	5,701	-	-	-	-
TOTAL	\$ 5,701	\$ 320,799	\$ 819,176	\$ 775,441	\$ 812,846
ECONOMIC DEVELOPMENT CDBG FUND EXPENDITURES SUMMARY	2000 Actual	2001 Actual	2002 Appropriated	2002 Estimated	2003 Proposed
Personnel	\$ -	\$ 777,657	\$ 930,016	\$ 862,367	\$ 932,575
Materials & Supplies	-	14	12,100	5,310	12,100
Services	-	977,026	1,065,854	1,046,400	1,054,474
Other Disbursements	-	1,518,181	3,597,318	3,597,318	1,285,000
Capital	-	-	-	-	-
Transfers	-	-	-	-	-
TOTAL	\$ -	\$ 3,272,877	\$ 5,605,288	\$ 5,511,395	\$ 3,284,149

DIVISION SUMMARY BY CHARACTER					
BUILDING SERVICES CDBG FUND EXPENDITURES SUMMARY	2000 Actual	2001 Actual	2002 Appropriated	2002 Estimated	2003 Proposed
Personnel	\$ 109,561	\$ 55,820	\$ -	\$ -	\$ -
Materials & Supplies	-	-	-	-	-
Services	25	73,166	-	-	-
Other Disbursements	-	-	-	-	-
Capital	-	-	-	-	-
Transfers	-	-	-	-	-
TOTAL	\$ 109,586	\$ 128,986	\$ -	\$ -	\$ -
NEIGHBORHOOD SERVICES CDBG FUND EXPENDITURES SUMMARY	2000 Actual	2001 Actual	2002 Appropriated	2002 Estimated	2003 Proposed
Personnel	\$ -	\$ 328,380	\$ 834,840	\$ 806,256	\$ 915,494
Materials & Supplies	-	10,826	12,500	-	5,000
Services	-	325,754	718,824	718,824	405,477
Other Disbursements	-	-	16,742	16,742	-
Capital	-	94,450	-	-	-
Transfers	-	-	55,110	55,110	-
TOTAL	\$ -	\$ 759,410	\$ 1,638,016	\$ 1,596,932	\$ 1,325,971

DIVISION SUMMARY BY CHARACTER					
PLANNING CDBG FUND EXPENDITURES SUMMARY	2000 Actual	2001 Actual	2002 Appropriated	2002 Estimated	2003 Proposed
Personnel	\$ -	\$ 170,889	\$ 222,656	\$ 212,054	\$ 183,822
Materials & Supplies	-	-	2,000	1,500	1,500
Services	-	3,224	8,000	6,500	5,000
Other Disbursements	-	-	-	-	-
Capital	-	-	-	-	-
Transfers	-	-	-	-	-
TOTAL	\$ -	\$ 174,113	\$ 232,656	\$ 220,054	\$ 190,322
HOUSING AND COMMUNITY SERVICES CDBG FUND EXPENDITURES SUMMARY	2000 Actual	2001 Actual	2002 Appropriated	2002 Estimated	2003 Proposed
Personnel	\$ 2,756,909	\$ 1,379,872	\$ -	\$ -	\$ -
Materials & Supplies	48,075	52,765	-	-	-
Services	3,710,210	2,654,327	-	-	-
Other Disbursements	2,135,009	3,406,563	-	-	-
Capital	260,482	142,734	-	-	-
Transfers	-	-	-	-	-
TOTAL	\$ 8,910,685	\$ 7,636,261	\$ -	\$ -	\$ -

DIVISION SUMMARY BY CHARACTER					
HOUSING CDBG FUND EXPENDITURES SUMMARY	2000 Actual	2001 Actual	2002 Appropriated	2002 Estimated	2003 Proposed
Personnel	\$ -	\$ 783,816	\$ 1,926,640	\$ 1,804,584	\$ 1,925,061
Materials & Supplies	-	2,038	38,733	38,733	29,733
Services	-	102,619	1,897,521	1,897,521	1,916,976
Other Disbursements	-	5,692	3,465,000	3,415,000	2,530,318
Capital	-	-	-	-	24,000
Transfers	-	-	-	-	-
TOTAL	\$ -	\$ 894,165	\$ 7,327,894	\$ 7,155,838	\$ 6,426,088
ECONOMIC DEVELOPMENT & PLANNING CDBG FUND EXPENDITURES SUMMARY	2000 Actual	2001 Actual	2002 Appropriated	2002 Estimated	2003 Proposed
Personnel	\$ 645,003	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	8,296	-	-	-	-
Services	481,424	-	-	-	-
Other Disbursements	2,160,600	-	-	-	-
Capital	3,098	-	-	-	-
Transfers	-	-	-	-	-
TOTAL	\$ 3,298,421	\$ -	\$ -	\$ -	\$ -

Development

DEPARTMENT SUMMARY BY FUND					
FUND SUMMARY	2000 Actual	2001 Actual	2002 Appropriated	2002 Estimated	2003 Proposed
General	\$ 30,025,989	\$ 29,491,265	\$ 19,371,052	\$ 18,550,597	\$ 17,996,964
Community Dev. Block Grant	12,324,392	13,186,612	15,623,030	15,259,660	12,039,376
Development Services Fund	N/A	N/A	13,331,263	12,206,094	13,649,813
TOTAL	\$ 42,350,381	\$ 42,677,877	\$ 48,325,345	\$ 46,016,351	\$ 43,686,153

DEPARTMENT PERSONNEL SUMMARY					
DIVISION	FT/PT*	2000 Actual	2001 Actual	2002 Authorized	2003 Authorized
Administration					
General Fund	FT	20	30	28	22
	PT	1	-	1	-
CDBG Fund	FT	-	11	12	12
	PT	-	1	1	1
Development Services Fund	FT	-	-	-	3
Economic Development					
General Fund	FT	-	4	3	3
CDBG Fund	FT	-	13	14	13
Building Services					
General Fund	FT	214	148	-	-
	PT	4	-	-	-
Development Services Fund	FT	-	-	179	158
	PT	-	-	2	2
Neighborhood Services					
General Fund	FT	-	90	93	90
	PT	-	-	5	8
CDBG Fund	FT	-	8	9	16
	PT	-	-	10	10
Planning					
General Fund	FT	32	13	13	12
	PT	1	1	-	-
CDBG Fund	FT	20	3	4	3
	PT	1	-	-	-
Housing & Community Services					
General Fund	FT	19	-	-	-
CDBG Fund	FT	48	-	-	-
Housing					
General Fund	FT	-	9	6	6
CDBG Fund	FT	-	29	34	29
TOTAL		360	360	414	388
*FT=Full-Time PT=Part-Time					

Development

PROGRAM SUMMARY - ADMINISTRATION							
Program/Activity	Description	FT	2002 Budgeted		FT	2003 Budgeted	
			PT	Proposed		PT	Proposed
Administration/Director's Office	This section is responsible for setting policy and providing leadership to the department's offices and divisions.	3	-	\$ 335,013	3	-	\$ 322,353
Department Support Services	This section provides departmental support in the following areas: human resources, fiscal, public information, legislation and contracts and administrative support.	15	1	1,420,444	12	-	1,245,073
Office of Land Management	Administers the policies, procedures and activities concerning acquisition, management and disposition of properties acquired pursuant to a foreclosure or forfeiture proceeding or any other land acquired as a part of its Land Bank, created as a result of Council's adoption of a Land Reutilization Program (ORC 5722), which allows cities to assume possession and control of any nonproductive land within its boundaries.	3	-	311,097	3	-	288,769
Office of Downtown Development	Administers the Downtown Zoning Code, develops and manages economic incentives to attract development and to gap finance desirable projects, and oversees the implementation of the Riverfront Vision Plan and the Downtown Business Plan.	6	-	641,797	4	-	505,702
Development Services Fund Fiscal Office	Oversees the fiscal and HR activities for the fund.	N/A	N/A	N/A	3	-	211,719
Community Development Block Grant	Provides support for public information, fiscal and legislation, clerical support and the Land Reutilization Program.	12	1	819,176	12	1	812,846
TOTAL		39	2	\$ 3,527,527	37	1	\$ 3,386,462

PROGRAM SUMMARY - ECONOMIC DEVELOPMENT							
Program/Activity	Description	FT	2002 Budgeted		FT	2003 Budgeted	
			PT	Proposed		PT	Proposed
Administration	The Administrative Office is responsible for setting policy and providing leadership to the division's offices. The office also administers various economic development contracts as well as maintaining the city's share of the school district's revenue sharing.	-	-	\$ 165,781	2	-	\$ 3,689,899
Business Development	Assists business expansion and central city revitalization while creating job opportunities for Columbus residents.	2	-	2,944,058	1	-	100,654
Community Development Block Grant	Provides support for the Economic and Community Development Fund, Business Development Office, Business Financing Office, Chamber Small Business Development Center, Columbus Compact, Columbus Urban Growth Corporation, Neighborhood Commercial Revitalization and the Neighborhood Support Fund.	14	-	3,492,970	13	-	3,284,149
TOTAL		16	-	\$ 6,602,809	16	-	\$ 7,074,702

PROGRAM SUMMARY - BUILDING SERVICES							
Program/Activity	Description	2002 Budgeted			2003 Budgeted		
		FT	PT	Proposed	FT	PT	Proposed
Administration	This section will ensure every effort is made to deliver excellent customer service by monitoring the building permit application process and the building plan review process to assure time tables are met.	4	-	\$ 362,429	4	-	\$ 1,201,393
Administrative Support	Customer Support will actively work to deliver excellent customer service by meeting various timelines for processing of building permits.	32	1	1,844,890	27	-	1,954,773
Construction Administration	Oversees building plan review and building permit application process to assure time tables are met, and oversees the building inspection process to assure buildings and residences are safe.	2	-	207,461	4	-	381,656
Zoning	Reviews building and site plans for compliance with zoning code. Represents city departments at various boards and commission meetings, and before City Council on matters pertaining to zoning compliance.	36	-	2,658,238	20	-	1,628,082
Plan Review	Reviews building plans to ensure safe buildings and residences within the city.	23	-	1,763,464	17	1	1,579,252
Licensing and Registration	Processes licenses and registrations of contractors.	N/A	N/A	N/A	3	-	209,964
Permits/Cashiers	Processes permits and all revenue transactions for the division.	N/A	N/A	N/A	9	1	630,310
Inspections	Ensures safe buildings and residences through the process of inspections during the construction period.	83	1	6,494,781	74	-	5,852,664
TOTAL		180	2	\$ 13,331,263	158	2	\$ 13,438,094

PROGRAM SUMMARY - NEIGHBORHOOD SERVICES							
Program/Activity	Description	2002 Budgeted			2003 Budgeted		
		FT	PT	Proposed	FT	PT	Proposed
Agencies/ Communities/ Neighborhoods	Staff oversee social service programs, work with area commissions civic associations, and act as neighborhood liaisons to the community.	3	-	\$ 208,285	3	-	\$ 232,955
Administration	Provide excellent customer service to citizens.	1	-	86,748	3	-	288,660
Code Enforcement	Oversees issuance zoning, housing and general offense code citations which may require additional enforcement activity up to and including court action, processes complaints, and participates in Neighborhood Pride initiatives.	72	1	4,101,956	67	1	4,333,602
Neighborhood Pride Centers	Operate within the neighborhoods bringing the services of city government to the people also providing a site for community members to meet interact with city staff.	2	1	222,883	2	4	450,943
Environmental Nuisance	Responsible for mowing solid waste removal on privately owned lots cited and on city owned vacant lots, and demolishing structures deemed unsafe.	11	3	995,383	10	3	976,906
Historic Preservation	Provides guidance in preserving structures throughout the community that help define our neighborhoods by working with neighborhood leaders property owners.	4	-	297,270	5	-	356,471
Social Service Programs	Support is provided in the areas of homelessness, workforce development for the disabled, youth programs and other programs to Columbus' neediest residents and neighborhoods.	-	-	5,706,000	-	-	1,750,000
Area Commissions Student Interns	Provides support to cover administrative costs of 12 area commissions and the Student Intern Program.	-	-	150,000	-	-	204,000
Community Development Block Grant	Provides support for the Environmental Nuisance Program, Neighborhood and Agency programs, Historic Preservation program, Administration Support and the Public Service Competitive Fund.	9	10	1,190,317	16	10	1,325,971
TOTAL		102	15	\$ 12,958,842	106	18	\$ 9,919,508

PROGRAM SUMMARY - PLANNING							
Program/Activity	Description	FT	2002 Budgeted		FT	2003 Budgeted	
			PT	Proposed		PT	Proposed
Administration	Responsible for setting policy and providing leadership to the division's offices.	3	-	\$ 850,275	4	-	\$ 437,067
Long Range Planning	Looks to the future and establishes long range direction for growth in neighborhoods and citywide. Provides a basis for zoning, annexations, capital improvements, and other land use decisions.	10	-	631,543	3	-	207,966
Neighborhood Planning	Works in partnership with Columbus residents to improve and sustain their neighborhoods. Responds to neighborhood development issues and opportunities with planning assistance tailored to each situation.	-	-	-	3	-	216,733
Urban Design	Urban Design provides design solutions alternatives for downtown, neighborhood citywide issues concerning streetscape, public spaces, the built form infrastructure.	-	-	-	2	-	155,426
Community Development Block Grant	Provides support for Neighborhood Planning staff.	4	-	232,656	3	-	190,322
TOTAL		17	-	\$ 1,714,474	15	-	\$ 1,207,514

PROGRAM SUMMARY - HOUSING							
Program/Activity	Description	FT	2002 Budgeted		FT	2003 Budgeted	
			PT	Proposed		PT	Proposed
Administration	Funding for the housing trust corporation, rebuilding lives and the community shelter board contracts.	-	-	\$ -	-	-	\$ 1,982,872
Relocation	Provides technical review to evaluate each project or program under various federal programs to determine if the proposed activities (i.e., state agency and privately undertaken acquisition, rehabilitation, and/or demolition) meet both the acquisition and relocation requirements. Provides the necessary social services, referrals, and prescribed financial assistance to relocate occupants to replacement locations (temporary or permanent) that meet their needs, are affordable, and meet all city codes.	6	-	282,519	6	-	250,913
Community Development Block Grant	Provides support for the Affordable Housing Opportunity Fund, Emergency Repair Contracts, Homeless Prevention Contract, Homebuyer Counseling and Housing Development contracts and all city administration for housing activities.	34	-	6,456,555	29	-	6,426,088
TOTAL		40	-	\$ 6,739,074	35	-	\$ 8,659,873

